United Nations ST/IC/2013/6

Secretariat

21 January 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Rates of daily subsistence allowance in New York, Geneva and Vienna**

1. Pursuant to section 2.2 of administrative instruction ST/AI/1998/3, on the system of daily subsistence allowance, the purpose of the present circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to the present circular.

2. The schedule set out in the annex replaces the schedule contained in the annex to information circular ST/IC/2011/13.

* The present circular, which cancels and supersedes information circular ST/IC/2011/13, will be in effect until further notice.

13-21206 (E) 230113

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Annex

Rates of daily subsistence allowance at Headquarters, Geneva and Vienna

	Headquarters[a] *(US$ per day)*		*Geneva*[a] *(SwF per day)*	*Vienna (€ per day)*
(i) *First 60 days*, consecutive or otherwise, at the temporary duty station, all staff:				
	First 30 days	*Next 30 days*		
Standard year-round rate	378	321	370	226
Special hotels, January-August[b]	451	383		
Special hotels, September-December[c]	530	451		
(ii) *During the next 60 days*, consecutive or otherwise, at the temporary duty station, all staff:				
Standard year-round rate	252		278	170
Special hotels, January-August[b]	301			
Special hotels, September-December[c]	353			
(iii) *After 120 days*, consecutive or otherwise, at the temporary duty station, all staff:				
Standard year-round rate	189		222	136
Special hotels, January-August[b]	226			
Special hotels, September-December[c]	265			

[a] Effective 1 January 2013.

[b] The hotels in this category are the Affinia Shelburne, Courtyard New York Manhattan/Midtown East, Grand Hyatt, Kimberly, New York Helmsley, Roger Smith and San Carlos.

[c] The hotels in this category are the Affinia Shelburne, Beekman Tower, Courtyard New York Manhattan/Midtown East, Eastgate Tower, Grand Hyatt, Kimberly, ONE UN New York (formerly Millennium UN Plaza), New York Helmsley, Roger Smith and San Carlos.